

# Pharmacy Technician

## Department of Corrections & Rehabilitation



OPEN – STATEWIDE

TL80 – 7979

6CEEY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**EXAMINATION TYPE** This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

**LOCATION** This examination is administered by the State Personnel Board utilizing the Internet.

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

**HOW TO APPLY** The Application and Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Pharmacy Technician is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

[http://www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm)

Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., (Pacific Standard Time), for processing and maintenance. **Do not** begin the application process on the Internet during this time, as your record will **not** be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

### HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY

Applicants who do **not** have computer access or are not comfortable with Internet testing may complete a written training and experience examination at San Quentin State Prison's Delegated Testing Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions, call the San Quentin State Prison Testing Officer at (415) 455-5021.

**San Quentin State Prison  
Attn: Delegated Testing Officer  
San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones

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**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) at (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800- 735-2922.

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**SALARY**

**As of September 1, 2006**

**\$2,894.00 - \$3,519.00 per month** - This salary range includes pay increases approved by the United States District Court and applies to Pharmacy Technicians appointed to Adult Institutions and Juvenile Facilities and Division of Correctional Health Care Services.

**Base Salary as of July 1, 2006**

\$2,551.00 - \$3,103.00 per month

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**BENEFITS**

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
  - \$100 monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (Management discretion)
  - Pre-tax parking (Where applicable)
  - Fourteen (14) paid holidays
  - Generous paid vacation/sick leave or annual leave
  - Jury duty/military/bereavement leave
  - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Evening and Night Shift Differential Pay
  - Reimbursement of License or Certificate Renewal Fees (Actual Cost)
  - Professional dues reimbursement (\$50 Maximum)
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**POSITION  
DESCRIPTION**

Under the direct supervision of a pharmacist in a State correctional facility, the **Pharmacy Technician** assists in the operation of the facility pharmacy. Duties include the maintenance of drug and supply inventory and inventory records by ordering supplies; checking goods received against purchase orders, invoices, and requisitions, segregates, labels and stores pharmaceutical supplies, reviews pharmacy stock for expired drugs, picks up and delivers drugs, cleans equipment, shelves, and work areas; operates packaging machinery for unit dose or prepackaged dispensing system; types labels or medications and delivers to pharmacist for affixing; retrieves designated drug containers, maintains patient medication profiles; maintains records of prepackaged drugs; prepares unit dose cassettes for review by pharmacist; aids pharmacist in preparation of prescriptions and intravenous preparations, and does other service and technical pharmacy work which does not require licensure.

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**REQUIREMENTS FOR  
ADMITTANCE TO  
EXAMINATION**

Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code.

Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for an inmate/youthful offender of a correctional facility or for a person receiving treatment in a facility operated by the State Department of Veterans Affairs. **And**

**Either I**

One year of clerical work experience in a pharmacy relieving a pharmacist of clerical or

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**REQUIREMENTS FOR  
ADMITTANCE TO  
EXAMINATION,  
CONTINUED**

subprofessional duties. Primary duties must have included stocking shelves with pharmaceutical supplies or typing pharmaceutical labels. [Experience in the California state service applied toward this requirement must be in a class at a level of responsibility not less than that of Office Assistant (General), Range B.]

Academic education above the 12<sup>th</sup> grade may be substituted for the experience on the basis of one year of education of a science or mathematical nature being equivalent to six months experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

**Or II**

Completion of an academic curriculum and formal on-the-job training program for Pharmacy Technician.

**Special Personal Characteristics:** Willingness to recheck one's own work and work within exacting and meticulous guidelines; personal hygiene that is consistent with a medical setting; and normal color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

**Additional Desirable Qualifications:** Education equivalent to completion of the 12<sup>th</sup> grade.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**TRAINING AND  
EXPERIENCE  
EVALUATION**

The examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%**

**K Knowledge of:**

1. Basic clerical, record keeping, and pharmaceutical office practices
2. Basic pharmaceutical terminology
3. Weights and measures
4. Sterile techniques

**Ability to:**

1. Follow meticulous written and oral instructions
2. Read and write English
3. Perform mathematical computations with accuracy
4. Learn and distinguish subtle differences in pharmaceutical terminology
5. Type accurately

**ELIGIBLE LIST  
INFORMATION**

An open merged eligible list will be established for the California Department of Corrections and Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

**VETERAN'S  
PREFERENCE  
CREDITS**

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE CREDITS.

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**QUESTIONS?**

If you have any questions concerning this announcement, please contact:

State Personnel Board  
801 Capitol Mall  
Sacramento, CA 94244-2010  
(916) 653-1502, TTY (916) 654-6336  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

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**GENERAL INFORMATION**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**CALIFORNIA STATE PERSONNEL BOARD**  
801 Capitol Mall  
Sacramento, CA 94244-2010  
(916) 653-1502 – TTY: (916) 654-6336